



## **NON-APPROPRIATED FUND JOB OPPORTUNITIES**

**OPEN DATE: 1 March 2004**

**CLOSING DATE: 8 March 2003**

**POSITION:**

**SPECIAL EVENTS**

**COORDINATOR**

**SERIES AND GRADE:**

**NF-0301-03**

**RATE OF PAY:**

**\$21,100 - \$54,500 per annum**

**LOCATION:**

**Community Recreation Division**

**APPOINTMENT CATEGORY:**

**Regular Full Time**

**ANNOUNCEMENT NUMBER:**

**N04-018**

**NONAPPROPRIATED FUND OFFICE:**

**684-2747**

**SUMMARY OF DUTIES:** Serves as the Special Events Coordinator, responsible for assisting the Special Actions Officer in the planning and execution of community special events that responds to the needs and interests of the military / civilian population at Fort Leavenworth. Special events implemented include community wide events such as The Great American Yard Sale; 4th of July Celebration; Army Show; Comedy Clubs; etc. Devises, improvises, and adapts activities to the wide range of participants interest and needs considering such factors as limitation of funds, facilities, equipment, volunteers, staff support, etc., available. Submits a cost analysis of special events prior to implementation and after each event. Continuously evaluates the effectiveness of ongoing activities and coordinates events with Marketing/Commercial Sponsorship, and supervisor, prior to scheduling special events; or prior to submission of special events for five-year plans.

**QUALIFICATION REQUIREMENT:** Work experience and/or education directly related to the duties to be performed. Physical exertion is involved in the preparation of, and when overseeing, the different events. Must be able to lift and carry light to moderately heavy items.

**CONDITIONS OF EMPLOYMENT:** Completion of a satisfactory Local Agency Check and National Agency Check.

**Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.**

